

12 May 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Logistics Office Survey

1. Submitted herewith is report of progress on the Logistics Office survey during the period 3 May through 7 May 1954.

2. Questionnaires continued to be received during the reporting period and by Wednesday, 5 May, coverage was virtually complete except for scattered jobs. Completion of this phase of the project was thus about four days behind schedule, although as was pointed out in last week's report, the tardy questionnaires (about 15% of the total) did not delay the commencement of audits in any of the organizational assignments.

3. Auditing of positions and preparation of final position descriptions began on 3 May in all work assignments, and for purposes of measuring completion of the various parts of the project this date will be considered the beginning of Phase III. During the five days covered by this

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been insufficient experience to date on this particular type survey in this Agency to indicate whether the production rate on the first week of Phase III is comparatively good or bad. In terms of meeting the deadline established for completion of the overall project, which would allow five more working weeks for finishing all audits and descriptions, the rate of production will have to be increased over the first week rate. Production can normally be expected to pick up on the second week of survey activity, and measures will be taken to augment the output of individual team members to the maximum extent possible. In addition, it may be necessary to divert additional personnel from other activities of the Division if the situation so demands. Other remedial measures may become necessary if it becomes apparent that serious difficulty will be encountered in completing the project within the period of time allotted.

4. As the survey was originally conceived, position analyses and grade determinations were to be based on actual job performance. We have been apprised, however, that in the case of the Procurement Division it will not be possible at this time to classify positions therein based on current performance. The organizational plan forwarded to the survey team for this component will not become operative until 1 July 1954, as explained by [REDACTED] Assistant Chief of Procurement Division. In the interim period, duty assignments will continue as constituted under the previous organization. This state of affairs allows three alternative courses of action: (a) defer coverage until after the new organization comes

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operative, thus eliminating this component from the current survey; (b) describe performance under the organization as it now functions, which would become obsolete, of course, within 30 to 60 days; or (c) project the jobs to 1 July 1954, a deviation from the survey procedures followed to date. The latter alternative is deemed to be the most fruitful of the three, and descriptions are being prepared accordingly. Provision is to be made for a study on the basis of actual performance at a reasonable period after the new organization goes into effect.

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5. Statements of functions have been developed for the Personnel and Training Branch of the Logistics Office by [REDACTED] based on his study to date. These have been discussed with representatives of PRDS and PUD and certain revisions suggested by them have been incorporated. The proposed functions are now being reviewed in this office.

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[REDACTED]  
Chief, Classification and Wage Division